

Examinations

Policy	It is the policy of the DGS to administer examinations in accordance with the laws and rules of the State Personnel Board (SPB), statutory authority for all civil service examinations; and, DGS will no longer test or allow certification or appointment of employees who have already transferred into the classification and has permanent status (passed probation) for which an examination is being administered.
Definition	An examination is the act of giving students or candidates a test (as by questions) to determine what they know or have learned.
Government Code (GC) section 18930 and 18547	<p>Examinations for the establishment of eligible lists shall be competitive and of such character as fairly to test and determine the qualifications, fitness, and ability of competitors actually to perform the duties of the class or position for which they seek appointment.</p> <p>Examinations for managerial positions, except for career executive assignments as defined in Section 18547, shall be held on an open basis unless the appointing authority determines otherwise. "Managerial position" means those positions having the duties which are defined under "managerial employees" in subdivision (e) of Section 3513. When an open examination is administered for a non-career executive assignment managerial position, the names of the applicants who pass the examination with a passing score shall be placed on one list and ranked in the relative order of the examination score received.</p> <p>Examinations may be assembled or unassembled, written or oral, or in the form of a demonstration of skill, or any combination of these; and any investigation of character, personality, education, and experience and any tests of intelligence, capacity, technical knowledge, manual skill, or physical fitness which the SPB deems are appropriate, may be employed.</p>
Government code (GC) section 18935(b)	<p>Government Code (GC) section 18935(b) authorizes the State Personnel Board (SPB) to refuse to examine, or after examination, refuse to declare as an eligible or withhold or withdraw from certification, prior to appointment, anyone who at the time of the examination has permanent status in a position of equal or higher classification that the examination or position for which s/he applied.</p> <p>If the situation above occurs, the Selections Unit will notify the applicant in writing of his/her disqualification from the examination.</p>

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DGS Selection Unit

The SPB has delegated the administration of examinations to DGS' Selection Unit. The Selection Unit staff are responsible for:

- Yearly examination plan
- Job analyses
- Examination construction
- Examination announcements
- Application review
- Examination administration
- Examination scoring and ranking
- Releasing examination result letters and employment lists
- Establishment of certification lists

Note: CEA examinations require prior approval from the Director.

Classification and Pay (C&P) Analyst role

The C&P Analyst may be asked by the Selection Unit to:

- Provide an essential functions duty statement and/or key position duty (KPD) statement.
- Provide an approximate number of competitors.
- Provide any other background information regarding a specific classification.
- Alert him/her to the need for an examination.
- Notify him/her of pending Temporary Authorization Utilization (TAU) appointments, which require an examination to be given within nine months of appointment.
- Chair an examination, if trained
- Verify out-of-class experience for examination purposes only (SPB Rule 212)

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Time off for examination

Pursuant to GC 19991 and upon the employee giving his/her immediate supervisor/manager two working days notice, shall be allowed a reasonable amount of time to participate in an interview (examination or hiring) without deduction of pay or leave credits, if the interview is scheduled during working hours.

The table below depicts the allowances/restrictions applicable to various situations; however, refer to the Memorandum of Understanding (MOU) for specific language. These allowances/restrictions apply to interviews held locally or 35 miles or more from the employee's work location (for example a spot examination in Sacramento and the employee's work location is in San Diego; reasonable time might involve the entire day)..

Exams	On a list*	Transfers	Other
<ul style="list-style-type: none"> Employee is granted State time to take exam with proof of length of exam Leave credits must be used for travel time with sup/mgr approval 	<ul style="list-style-type: none"> Up to 2 hrs State time including travel time; if more time is required, employee must use leave credits with sup/mgr approval unless employee can show evidence of length of interview 	<ul style="list-style-type: none"> Up to 2 hrs State time including travel time; if more time is required, employee must use leave credits with sup/mgr approval unless employee can show evidence of length of interview 	<ul style="list-style-type: none"> Out-of-class or stipulation placement is at discretion of sup/mgr to use State time (up to 2 hrs including travel time) Leave credits must be used for travel time and/or interview time if no sup/mgr approved
<p>*Lists include: open, promotional, State Restrictions of Appointment (SROA)/surplus, re-employment, Department Restrictions of Appointment (DROA)</p>			

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Resources The table below depicts the various resources available regarding examinations.

Resource	Section
Law and Regulation http://www.dpa.ca.gov/states/dpa/laws.htm http://www.dpa.ca.gov/states/dpa/oalrules.htm	GC 18930-18993, 19991 SPB Rule 250, 212, 211, 435
Memo of Understanding (MOU)	Refer to applicable MOU
Responsible Control Agency and Program	SPB, DPA
SPB/DPA Policy Memos http://www.spb.ca.gov/pinkies.htm	SPB Pinkie: 3/18/05, 12/20/94
Other:	
State Personnel Board DGS Personnel Operations Manual (POM) section "Interviews, Time Off For"	http://www.spb.ca.gov/ http://www.o hr.dgs.ca.gov/Examinations/default.htm http://www.documents.dgs.ca.gov/ohr/POM/Interviews-Time Off.pdf